



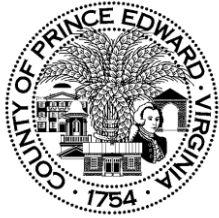
**PRINCE EDWARD COUNTY
PLANNING COMMISSION**

January 19, 2016

AGENDA

7:00 p.m.	1.	Chairman Townsend will call the January meeting to order.	1
	2.	Election of Chairman	3
	3.	Election of Vice-Chairman	3
	4.	Set Day, Time and Place of Regular Meetings	3
	5.	Adoption of Commission Bylaws	3
	6.	Approval of the Minutes: December 15, 2015 at 7:00 p.m.	9
	7.	Public Hearings	
		• Special Use Permit for Frank and Mary Lacey	13
		• Amendment to the Zoning Ordinance	19
	8.	Old Business	
	9.	New Business	

Next Meeting: February 16, 2016 at 7:00 p.m.



**County of Prince Edward
Planning Commission
Agenda Summary**

Meeting Date: January 19, 2016
Item No.: 1
Department: Planning and Community Development
Staff Contact: Rob Fowler
Issue: Call to Order

Summary: The Chairman will call to order the January organizational meeting of the Prince Edward County Planning Commission.

Attachments:

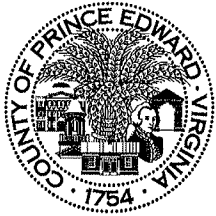
Recommendations:

Motion _____
Second _____
Prengaman _____

Mason _____
Townsend _____
Jenkins _____

Hunt _____
Gilliam _____
Leatherwood _____

Jones _____
Watson _____
Peery _____



**County of Prince Edward
Planning Commission
Agenda Summary**

Meeting Date: January 19, 2016
Item No.: 2, 3, 4, 5
Department: Planning and Community Development
Staff Contact: Rob Fowler
Issue: Commission Organization

Summary:

- 2. Election of Chairman
- 3. Election of Vice-Chairman
- 4. Set Day, Time and Place of Regular Meetings
- 5. Adoption of Commission Bylaws

Attachments: 2016 Meeting Schedule
Commission Bylaws

Recommendations: Elect a Chairman
Elect a Vice-Chairman
Establish the Regular Meeting Schedule
Adopt the Bylaws

Motion _____ Mason _____ Hunt _____ Jones _____
Second _____ Townsend _____ Gilliam _____ Watson _____
Prengaman _____ Jenkins _____ Leatherwood _____ Peery _____



PRINCE EDWARD COUNTY PLANNING COMMISSION

2016 Regular Meeting Schedule

Tuesday, January 19, 2016

Tuesday, February 16, 2016

Tuesday, March 15, 2016

Tuesday, April 19, 2016

Tuesday, May 17, 2016

Tuesday, June 21, 2016

Tuesday, July 19, 2016

Tuesday, August 16, 2016

Tuesday, September 20, 2016

Tuesday, October 18, 2016

Tuesday, November 15, 2016

Tuesday, December 20, 2016

**Bylaws Of
Prince Edward County Planning Commission**

- 1) Meetings shall be held on a monthly basis, normally on the third Tuesday of the month at 7:00 P.M. in the Board of Supervisor's room. The schedule may be altered at any regularly scheduled meeting. Meetings may be cancelled due to lack of business; but the Commission shall meet at least every two months.
- 2) Additional meetings may be held at any time upon the call of the chairman, or by a majority of the members of the commission, or upon request of the Board of Supervisors following at least twenty-four hours' notice to each member of the commission.
- 3) The commission at its regular meeting in January of each year shall elect a chairman and vice-chairman. The recording secretary shall be the Director of Planning and Community Development or a designated alternate, who shall make an audiotape of the proceedings of each meeting and prepare minutes for the permanent records of the commission.
- 4) The duties and powers of the officers of the planning commission shall be as follows:
 - A. Chairman
 - Preside at all meetings of the commission.
 - Call special meetings of the commission in accordance with the bylaws.
 - Sign documents of the commission.
 - See that all actions of the commission are properly taken.
 - B. Vice-Chairman

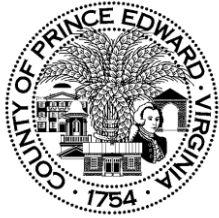
During the absence, disability, or disqualification of the chairman, the vice-chairman shall exercise or perform all duties and be subject to all the responsibilities of the chairman.
 - C. Recording Secretary
 - Prepare an audiotape of the proceedings of each meeting of the commission.
 - Prepare minutes from the audiotape of each meeting in detail sufficient to include the tenor of public comments and the commission's reasoning underlying each decision or recommendation.
 - Circulate a copy of the minutes to each member of the commission before the next meeting.
 - Prepare the agenda for all commission meetings.
 - Be custodian of commission records.
 - Inform the commission of correspondence relating to business of the commission and attend to such correspondence.
 - Handle funds allocated to the commission in accordance with its directives, state law, and county ordinances.
 - Sign official documents of the commission.
- 5) All maps, plats, site plans, and other materials submitted to the commission shall be filed in the office of the Director of Planning and Community Development and maintained for public access until the project to which they relate has been completed or vacated. Minutes of the commission's meetings shall be permanently filed in the office of the planner and maintained for public access.

- 6) Matters referred to the commission by the Board of Supervisors shall be placed on the calendar for consideration and possible action at the first meeting of the commission after the referral and appropriate public notification.
- 7) A majority of the members of the commission shall constitute a quorum for the transaction of business, but no quorum shall be required for informational meetings at which no action is to be taken.
- 8) Reconsideration of any decision of the commission may be taken when the interested party for such reconsideration makes a showing satisfactory to the chairman that, without fault or deliberate omission on his own part, essential facts were not presented to the chairman.
- 9) Roberts Rules of Order for Committees shall govern the commission's proceedings in all cases not specifically ordered by these bylaws.
- 10) Order of consideration of agenda items in a public hearing:
 - Director of Planning and Community Development or other staff member presents report including summary of all comments (written, electronic and verbal) received from interested parties and makes a recommendation.
 - Commission members may question the staff member on the presentation.
 - Proponent(s) of the agenda item make presentations as appropriate.
 - Opponent(s) of the agenda item make presentations as appropriate.
 - Applicant make rebuttal of objections not previously covered.
 - Commission members may question applicant, proponents, or opponents or may offer comments on the agenda item.
 - Commission may opt to gather additional information about the matter and take action at a future meeting, or vote on recommendation, whether approving or denying request, to Board of Supervisors.
- 11) Any member of the commission who has any personal or financial interest in any matter before the commission shall declare the nature of that interest and shall if the interest constitutes a legal conflict of interest by Virginia law recuse him/herself from the deliberations on that matter, including lobbying other members, participating in the discussions, or voting on the matter. In cases where the interests do not raise to the level of legal conflict of interest by Virginia law, a member may voluntarily recuse him/herself in the interest of avoiding the appearance of conflict. All commission members shall be sensitive to the importance of impartiality and shall endeavor to always avoid any actual or appearance of conflict of interest.
- 12) Each member of the commission who has knowledge that he/she will be unable to attend a scheduled meeting of the commission shall notify the County Administrator's office at the earliest opportunity. The Director of Planning and Community Development shall notify the chairman if projected absences will produce a lack of quorum. Members who are absent from three consecutive meetings, or who are absent from more than half of the commission's meetings during a calendar year, will be referred to the Prince Edward County Board of Supervisors for possible replacement.
- 13) The vice-chairman shall succeed the chairman if he vacates his office before his term is completed. A new vice-chairman shall be elected at the next regular meeting.
- 14) These bylaws may be recommended for amendment at any meeting having a quorum present by a majority vote, provided that notice of such proposed amendment has been given to each member in writing at least two weeks prior to its consideration. If

recommended for approval, proposed amendments must then be adopted by the Board of Supervisors before becoming effective.

- 15) Planning Commission members are strongly encouraged to attend a Virginia Certified Planning Commissioner's Training Program within two years of their appointment to the Planning Commission. This certification course will provide a basic foundation of planning law, history, and technical expertise needed by planning commissioners to maximize their competency and ability to render legally defensible decisions and recommendations. Costs associated with the program will normally be paid by Prince Edward County.

Revision adopted during April 14, 2015 Board of Supervisors meeting.



County of Prince Edward
Planning Commission
Agenda Summary

Meeting Date: January 19, 2016
Item No.: 6
Department: Planning and Community Development
Staff Contact: Rob Fowler
Issue: Draft Minutes, December 15, 2015

Attachments:

1. Minutes from the Planning Commission public hearing on December 15, 2015

Motion _____
Second _____
Prengaman _____

Mason _____
Townsend _____
Jenkins _____

Hunt _____
Gilliam _____
Leatherwood _____

Jones _____
Watson _____
Peery _____



**Prince Edward County Planning Commission
Meeting Minutes
December 15, 2015
7:00 pm**

Members Present: John Townsend, Chairman Chris Mason, Vice Chairman
 Donald Gilliam Preston L. Hunt
 Mark Jenkins Robert “Bobby” Jones
 Jack Leatherwood John “Jack” W. Peery, Jr.
 John Prengaman Cannon Watson

Staff Present: Rob Fowler, Director of Planning & Community Development; Wade Bartlett,
 County Administrator

Chairman Townsend called the December 15, 2015 meeting to order at 7:00 p.m.

Approval of Minutes: November 18, 2015:

Chairman Townsend requested any changes or corrections be made known.

Chairman Townsend made a motion, seconded by Commissioner Peery, to approve the November 18, 2015 minutes as presented; the motion carried:

Aye:	Preston C. Hunt	Nay:	(None)
	Donald Gilliam		
	Mark Jenkins		
	Robert M. Jones		
	Clifford Jack Leatherwood		
	Chris Mason		
	John “Jack” W. Peery, Jr.		
	John Prengaman		
	John Townsend, III		
	Cannon Watson		

In Re: Public Hearing – Amendment to the Subdivision Ordinance

Chairman Townsend said this is the time and date advertised for a Public Hearing to receive citizen input prior to considering a request for a Special Use Permit by Dominion Virginia Power to expand an existing electrical substation (Utility Service) on a parcel owned by George and Penny Welch, identified as Tax

Map Parcel 043-A-33, located at 115 Merriman Shop Road. This is an A-1, Agricultural Conservation District. Notice of this public hearing was advertised according to law in the Friday, December 4, 2015 and Friday, December 11, 2015 editions of THE FARMVILLE HERALD, a newspaper published in the County of Prince Edward.

Chairman Townsend opened the public hearing.

Mr. Rob Fowler, Director of Planning and Community Development, stated that after reviewing Section 4 – General Regulations of the current Subdivision Ordinance, staff recommends amending Section 4-4, which deals with Improvements to provide (1) Additional measures to ensure better development of streets, roads and entrances; and (2) to ensure that developers comply with current Virginia Department of Transportation’s secondary street acceptance requirements and pavement guidelines; and (3) to address bonding requirements to ensure they are developed and completed as approved by the County.

Mr. Fowler stated the Planning Commission discussed, at the November 18, 2015 Planning Commission meeting, the proposed changes will provide the County and its citizens with better roads and allow VDOT to provide general maintenance and services going forward for new subdivisions. These amendments are not more restrictive, but clarify certain aspects of the Ordinance and expand upon them. He added it will clarify the expectations for a developer. Mr. Fowler stated the standards are for safety reasons, to allow First Responders and other emergency vehicles safe access, for example.

Chairman Townsend asked for more information regarding bonds. Mr. Fowler then stated when VDOT has a recurrent bond, it generally has a yearly renewal, and may be approved or disapproved until the bond is no longer necessary. He added the County Attorney has been requested to further research this issue before presentation to the Board of Supervisors. Discussion followed.

Commissioner Prengaman questioned the definition of “all-weather surface” and stated it may need to be better defined. Mr. Fowler stated the FHA has a definition; the County will likely have to provide an additional definition.

Commissioner Prengaman asked if the County is required to provide VDOT specifications to the developers. Mr. Fowler stated when subdivision plans are submitted, they are presented to VDOT for their approval process; the developers must design and engineer the projects to VDOT standards to be accepted into the state road system. Further discussion followed.

There being no one further wishing to speak, Chairman Townsend closed the public hearing.

Commissioner Mason made a motion, seconded by Commissioner Prengaman, to approve for recommendation to the Board of Supervisors the amendments to the Subdivision Ordinance with the stipulations of a definition of the “all-weather surface” and a final review by the County Attorney for clarification; the motion carried:

Aye:	Preston C. Hunt	Nay:	(None)
	Donald Gilliam		
	Mark Jenkins		
	Robert M. Jones		
	Clifford Jack Leatherwood		
	Chris Mason		
	John “Jack” W. Peery, Jr.		
	John Prengaman		
	John Townsend, III		
	Cannon Watson		

Old Business

Mr. Fowler reported the Board of Supervisors approved, at their December 8, 2015 meeting, the Special Use Permit application from SBA Communications and the Special Use Permit application from Dominion Virginia Power.

New Business

Mr. Fowler stated the Special Use Permit application for a Bed & Breakfast will be held at the January 19, 2016 meeting; he stated they are located on a six-acre tract in the Tuggle area.

Mr. Wade Bartlett, County Administrator, stated that the County has received a request for reconsideration of the buffer requirements from Tim Tharpe between his property and his neighbor's property located at Pisgah Church Road and Route 460. Mr. Bartlett stated the Planning Ordinance does have buffer requirements between differing zones. Mr. Bartlett stated he does not recommend waiving the requirements set forth in the Zoning Ordinance; commercial activities are on-going.

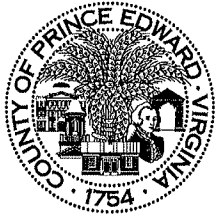
Mr. Fowler stated the site plan presented by Mr. Tharpe at the time of application and rezoning for his first location included a buffer. He added a letter has been sent to Mr. Tharpe requesting compliance by January 5 [2016], by either presenting a plan to the office or by having the buffer installed. Mr. Fowler stated there is a citizen volunteer who is in the process of checking sites in the County for compliance.

Chairman Townsend made a motion and adopted by the following unanimous vote:

Aye:	Preston C. Hunt	Nay:	(None)
	Donald Gilliam		
	Mark Jenkins		
	Robert M. Jones		
	Clifford Jack Leatherwood		
	Chris Mason		
	John "Jack" W. Peery, Jr.		
	John Prengaman		
	John Townsend, III		
	Cannon Watson		

the meeting was adjourned at 7:30 p.m.

Next Meeting: January 19, 2016



**County of Prince Edward
Planning Commission
Agenda Summary**

Meeting Date: January 19, 2016
Item No.: 7
Department: Planning and Community Development
Staff Contact: Rob Fowler
Issue: Special Use Permit-Frank and Mary Lacey

Summary:

The County has received a special use permit application to permit the operation of a two room Bed and Breakfast in an existing detached single-family residence located at 665 Dry Bridge Road on Tax Map Parcel 021-8-3 owned by Frank and Mary Lacey.

The property is approximately six acres, no exterior improvements are planned and there is parking on site.

The property is presently zoned A1, Agricultural Conservation, and this zoning classification permits a Bed and Breakfast by Special Use Permit.

Attachments:

- 1. Public Hearing Notice**
- 2. Original Special Use Permit Application**
- 3. List of Adjoining owners notified of Special Use Permit Application**
- 4. Sample Letter Sent to Adjoining Owners**

Recommendations:

The Planning Commission will wish to hold a public hearing and render a decision concerning the Special Use Permit.

Motion _____
Second _____
Prengaman _____

Mason _____
Townsend _____
Jenkins _____

Hunt _____
Gilliam _____
Leatherwood _____

Jones _____
Watson _____
Peery _____



January 2, 2016

Please publish the following public hearing notice in THE FARMVILLE HERALD on Friday, January 8, 2016, and Friday, January 15, 2016.



Notice of Public Hearing

The Prince Edward County Planning Commission will hold a public hearing on Tuesday, January 19, 2016 at 7:00 p.m. in the Board of Supervisors Room located on the 3rd floor of the Prince Edward County Courthouse, 111 South Street, Farmville, Virginia, to receive citizen input prior to the Planning Commission making recommendations to the Board of Supervisors on the following:

Request by Frank and Mary Lacey for a Special Use Permit to operate a Bed and Breakfast located at 665 Dry Bridge Road on property identified as Tax Map Parcel 021-8-3. This is an A1, Agricultural Conservation District.

Add a Special Use Permit process for Day Care Centers in the A1, Agricultural Conservation, A2, Agricultural Residential and R2, General Residential Districts.

A complete copy of the Special Use Permit application is available for public review in the office of the Prince Edward County Administrator, 111 South Street, 3rd Floor, Farmville, VA, or on the county website at www.co.prince-edward.va.us. It is the County's intent to comply with the Americans with Disabilities Act. Should you need special accommodations, please contact W. W. Bartlett, County Administrator at 434-392-8837.

By Order of the Planning Commission
of Prince Edward County, Virginia

COMMENTS: _____

PERMIT/APPLICATION NO _____
ZONING DISTRICT A-1
MAGISTERIAL DISTRICT _____
DATE SUBMITTED 11/12/15

County of Prince Edward

FEB 17 2016

PLEASE PRINT OR TYPE

PRINCE EDWARD COUNTY APPLICATION FOR SPECIAL USE PERMIT

TO: PRINCE EDWARD COUNTY PLANNING COMMISSION SPECIAL EXCEPTION REQUESTED:
VIA: ZONING ADMINISTRATOR

The undersigned owner of the following described property hereby applies for a Special Use permit as provided in Section 5-124 of Article V, Site Plan requirements are found in Section 4-100 of Article IV Development Standards of the Zoning Ordinance of Prince Edward County, Virginia.

Applicant's Name: Frank + Mary Lacey
Applicant's Address: 665 DRY BRIDGE RD FARMVILLE, VA 23901
Applicant's Telephone Number: (434) 547-6770 434-390-2757

Present Land Use: RESIDENCE

Legal Description of Property with Deed Book and Page No. or Instrument No. _____

Tax Map # 021 8 3 Acreage: 6.4

Narrative statement evaluating effects on adjoining properties (noise, odor, dust, fumes, etc.): (Attach additional sheet if necessary.) THERE SHOULD BE ZERO EFFECT WE ARE RENTING 2 ROOMS FOR OVERNIGHT STAYS (BED + BREAKFAST) ON 6 ACRES. PLENTY OF SPACE FOR PARKING

Statement of general compatibility with adjacent and other properties in the zoning district. (Attach additional sheet if necessary.) WE ARE OPENING OUR HOME FOR OCCASSIONAL OVER-NIGHT STAYS

Height of Principal Building (s): Feet _____ Stories ONE

APPLICANT'S STATEMENT: (if not owner(s) of property):

I hereby certify that I have the authority to make the foregoing application, that the information given is complete and correct to the best of my knowledge, and that development and/or construction will conform with the regulations as set forth in the Prince Edward County Zoning Ordinance as written and also with the description contained in this permit application.

Signature of Applicant (if not property owner) _____ Date _____

PROPERTY OWNER(S) STATEMENT:

I hereby certify that I/We own the above described property, that the information given is complete and correct to the best of my knowledge, and the above person(s), group, corporation, or agent has the full and complete permission of the undersigned owner(s) to make application for a Conditional Use permit as set forth in the Prince Edward County Zoning Ordinance as written.

Frank Lacey _____ 11-10-15
Signature of Property Owner(s) Date

Mary Lacey _____ 11-10-15
Signature of Property Owner(s) Date

Signature of Property Owner(s) _____ Date _____

NOTE: THIS PERMIT APPLICATION IS NOT VALID UNLESS ALL PROPERTY OWNER(S) SIGNATURES ARE AFFIXED AND DATED. ATTACH ADDITIONAL SHEETS IF NECESSARY.

Application Fee \$300.00 Fee Received by Frank Lacey Date 11/12/15

The above mentioned application charges are nonrefundable, regardless of whether the permit application is approved or denied once submitted.

All checks for payment should be made payable to: Treasurer, Prince Edward County, Virginia.

Mail to: Department of Planning & Community Development
P. O. Box 382
Farmville, VA 23901
(434) 392-8837

Prince Edward County
Special Use Permit

Applicant: Frank and Mary Lacey
665 Dry Bridge Road
Farmville, VA 23901

Date: January 5, 2016

Schedule B

List of property owners and mailing addresses adjoin the parcel proposed for Special Use.

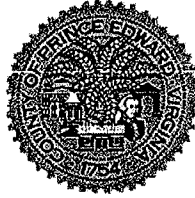
Parcel ID	Owner	Address	Note
021-8-2	David and Donna Peters	549 Dry Bridge Road Farmville, VA 23901	
021-8-4	Clayton and Shelia Bryant	P.O. Box 702 Appomattox, VA 24522	
021-8-1 021-8-5	Bernard McCloskey	12421 Albano Road Barboursville, VA 22923	
021-A-133	Carl Haskins	175 Dry Bridge Road Farmville, VA 23901	
021-A-134	Bertha Langlois	650 Dry Bridge Road Farmville, VA 23901	

BOARD OF SUPERVISORS

HOWARD F. SIMPSON
CHAIRMAN

PATTIE COOPER-JONES
VICE CHAIRMAN

CALVIN L. GRAY
ROBERT M. JONES
CHARLES W. MCKAY
C. ROBERT TIMMONS, JR.
JERRY R. TOWNSEND
JAMES R. WILCK



COUNTY ADMINISTRATOR
W.W. BARTLETT

POST OFFICE BOX 382
FARMVILLE, VA 23901

(434) 392-8837 VOICE
(434) 392-6683 FAX

WBARTLETT@CO.PRINCE-EDWARD.VA.US

COUNTY OF PRINCE EDWARD, VIRGINIA

January 5, 2016

RE: Special Use Permit Application at 665 Dry Bridge Road

To Whom It May Concern:

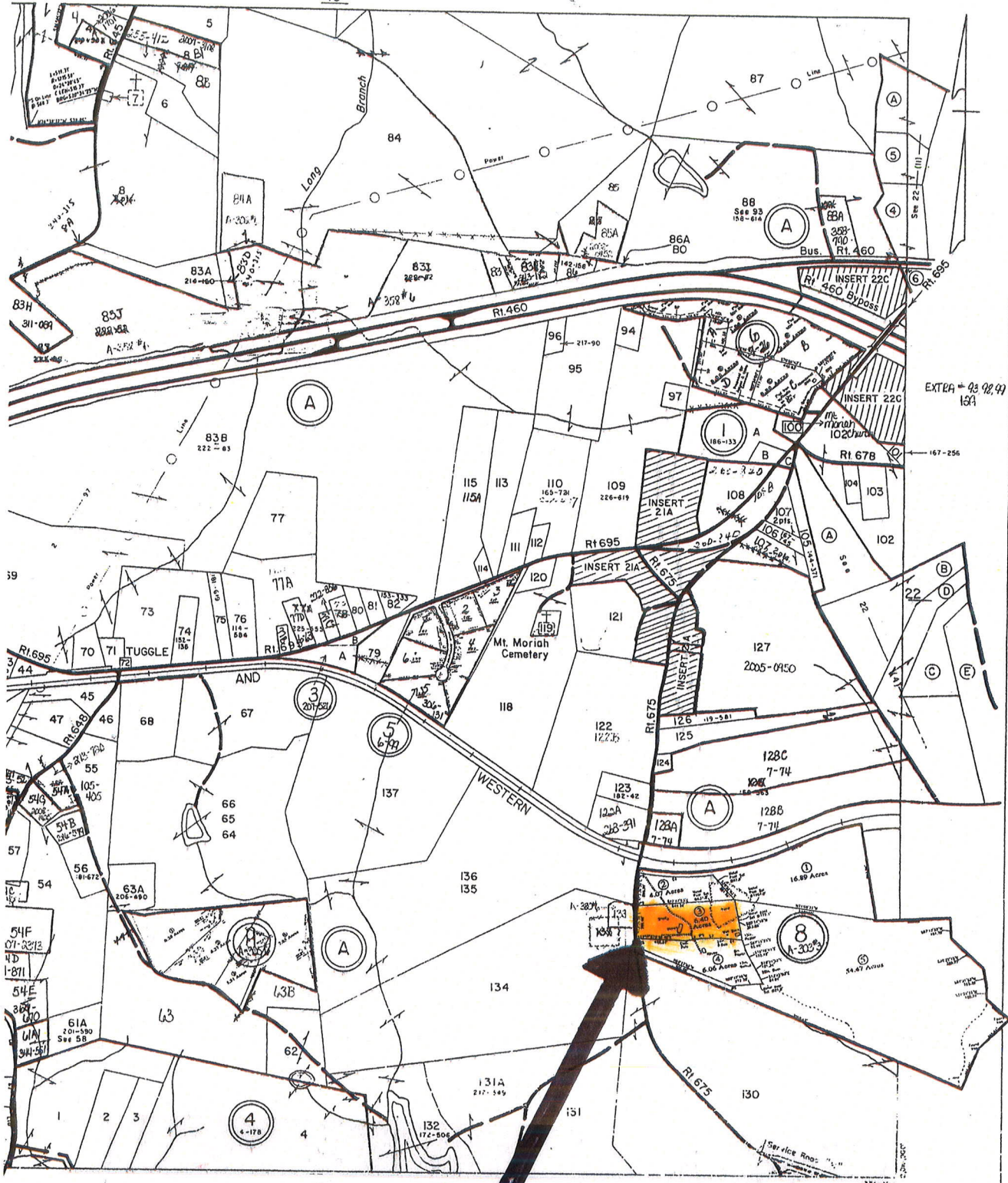
The Prince Edward County Planning Commission has scheduled a Public Hearing on Tuesday, January 19, 2016 at 7:00 p.m. to consider a Special Use Permit Application by Frank and Mary Lacey. The Planning Commission meeting will be held in the Board Room on the Third Floor of the Prince Edward County Courthouse. A public hearing gives the Planning Commission the opportunity to gather citizen input prior to considering the special use permit.

The County has received a special use permit application to permit the operation of a two room Bed and Breakfast in an existing detached single-family residence located at 665 Dry Bridge Road on Tax Map Parcel 021-8-3 owned by Frank and Mary Lacey. The property is presently zoned A1, Agricultural Conservation, and this zoning classification permits a Bed and Breakfast by Special Use Permit.

You are receiving this notice because you own land adjacent to this parcel. The Special Use Permit application is available for review in the Prince Edward County Department of Planning and Community Development and on the county web page at www.co.prince-edward.va.us. If you have any questions about this meeting or the permit application, I encourage you to contact me by calling 434-392-8837 or electronically at rfowler@co.prince-edward.va.us.

Sincerely,

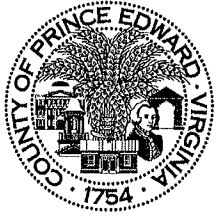
Robert S. Fowler
Director
Planning and Community Development



Subject Property

665 Dry Bridge Road

Frank and Mary Lacey



**County of Prince Edward
Planning Commission
Agenda Summary**

Meeting Date: January 19, 2016
Item No.: 7
Department: Planning and Community Development
Staff Contact: Rob Fowler
Issue: Proposed Zoning Amendment

Summary:

Prince Edward County staff was contacted regarding the process to establish a Day Care Center located in an R2, General Residential District.

Currently the Prince Edward County Zoning Ordinance only permits Day Care Centers as a permitted use in the C1, General Commercial District.

Staff is proposing an amendment to the A1, Agricultural Conservation, A2, Agricultural Residential and R2, General Residential Districts to permit the operation of Day Care Centers by obtaining a Special Use Permit.

These facilities would be required to have a design professional establish occupancy limits as well as requiring licensure and inspection by the Virginia Department of Social Services.

The current zoning ordinance does provide a definition for Day Care Centers and staff does not propose any changes.

Motion _____
Second _____
Prengaman _____

Mason _____
Townsend _____
Jenkins _____

Hunt _____
Gilliam _____
Leatherwood _____

Jones _____
Watson _____
Peery _____